

**BUYING TEAM AUTHORIZATION STATEMENT FOR CY 2022**

**Application Deadline 11/12/2021**

**Micro-Purchase authority is an absolute pre-requisite for qualification.**

**AUTHORIZATION:** It is agreed that if \_\_\_\_\_ is selected for a Buying Team  
(Buying Team Applicant)  
position, that he/she will be available to perform these duties, except in cases of utmost emergency at his/her home unit.

**UNIT/LOCATION:** \_\_\_\_\_

**JOB TITLE, SERIES, & GRADE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER (Work):** \_\_\_\_\_ **(Home):** \_\_\_\_\_  
**(Cell phone):** \_\_\_\_\_ **(Other):** \_\_\_\_\_

**Buying Team Applicant:** \_\_\_\_\_  
Signature Printed Name Date

**Immediate Supervisor:** \_\_\_\_\_  
Signature Printed Name Date

The cardholder listed above is in good standing and current with reconciling their purchase card transactions.

Local Area Program Coordinator (Purchase Card) \_\_\_\_\_  
Signature Date

**THIS AUTHORIZATION STATEMENT MUST BE APPROVED ANNUALLY.**

**TRAINING:** Please indicate the last date training was completed or when you anticipate taking the training.  
**Submit a copy of your current IQCS record and Red Card along with your application.**

**INDICATE LATEST DATE COMPLETED:**

- 1. Required Training (Mandatory)**
    - S-260, Interagency Incident Business Management, \_\_\_\_\_
    - ICS-100, Introduction to Incident Command System \_\_\_\_\_
    - IS-700, National Incident Management System, an Introduction \_\_\_\_\_
    - IS-800, National Response Plan, an Introduction \_\_\_\_\_
    - Purchase Card and Convenience Check training \_\_\_\_\_
    - Procurement Incident Training \_\_\_\_\_
  - 2. Recommended Supplemental Training**
    - I-200, Basic Incident Command System \_\_\_\_\_
    - D-110, Dispatch Recorder \_\_\_\_\_
    - S-261, Applied Interagency Incident Business Management \_\_\_\_\_
- As applicable, list other from lists on pages 68-69 of the [Federal Wildland Fire Qualifications Supplement to NWCG PMS 310-1](#).

**PLEASE INDICATE THE POSITION(S) THAT YOU WISH TO BE CONSIDERED FOR ON THE BUYING TEAM:  
POSITIONS (Must be listed on your Red Card/IQCS record):**

\_\_\_\_\_ Buying Team Leader (BUYL) – Must be a GS-1105 or 1102  
\_\_\_\_\_ Alternate BUYL - Must be a GS-1105 or 1102 \_\_\_\_\_ Buying Team Member (BUYM)

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**  
**As applicable, please provide a copy of your SF 1402 (Certificate of Appointment)**

**Authority Threshold:**  
Warranted Individuals – Level \_\_\_\_\_; Supplies: \$ \_\_\_\_\_; Services: \$ \_\_\_\_\_; Construction: \_\_\_\_\_

Non-Procurement Series/Micro-Purchaser - Supplies: \$ \_\_\_\_\_; Services: \$ \_\_\_\_\_; Construction: \_\_\_\_\_

Approved / Accepted \_\_\_\_\_  
Southern Area Buying Team Coordinator

Send completed application to: Maria.laboy@usda.gov